DEPARTMENT OF DEFENSE
PUBLICATION SYSTEM TRANSMITTAL

OFFICE OF THE SECRETARY OF DEFENSE
Office Of the Under Secretary of Defense for
Acquisition and Technology

CHANGE NO. 1
DoD 4525.6-STD
December 16,1994

TRANSIT TIME INFORMATION STANDARD SYSTEM
FOR MILITARY MAIL (TTISSMM)

The Principal Assistant Deputy Under Secretary of Defense (Logistics) has authorized the following changes to DoD 4525.6-STD, Transit Time Information Standard System for Military Mail (TTISSMM)," May 1993:

PEN CHANGES

Page iii
Page [column] for Chapter 2. Change the page numbers of the following sections:
   204 change "2-1" to "2-2"
   205 change "2-1" to "2-2"
   206 change "2-2" to "2-3"
   207 change "2-2" to '2-3"

Page 1-2
Subsection 103.3, line 1. Change "by" to "be"
Subsection 103.8
   Line 2. Change "seven" to "four"
   Line 9. Change "seven" to "four"

Page 3-1
Paragraph 301.4.a.
   Line 2. Change "MPSA-TR" to "MACOM"
   Line 3. Change "MACOM" to "MPSA-TR"

Page 4-1
Paragraph 401.4.a.
   Line 2. Change "MPSA-TR" to "MACOM"
   Line 3. Change "MACOM" to "MPSA-TR"
Paragraph 401.4. b., line 2. After "to" insert "their MACOM with an information copy to"

Page 5-1, subsection 503.1., line 2. Change "seven" to "four"

Page B-1
Paragraph 1, After "needed." add "This form should be ordered through normal supply channels."

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

INSTRUCTIONS FOR RECIPIENTS (continued)

<u>Page B-2</u>
   Paragraph 8.
   Line 2. Change "MPSA-TR" to "MACOM"
   Line 3. Change "MACOM" to "MPSA-TR"
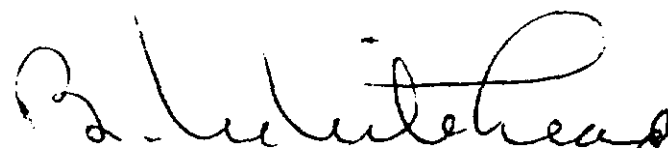

PAGE CHANGES

Remove: Pages 2-1 through 2-3

Insert: Attached replacement pages

Changes appear on page 2-1 and are indicated by marginal asterisks.

EFFECTIVE DATE

These changes are effective immediately.

BEVERLY WHITEHEAD
Director
Correspondence and Directives

Attachments
 3 pages

CHAPTER 2

DATA COLLECTION AND REPORTING PROCEDURES

200. <u>RANDOM SAMPLING.</u> Postal field units will use random sampling when collecting data as outlined in Appendices D and E. MPSA-TR uses an automated statistical program for computing and evaluating military mail transit time based upon data input from the field units. Some postal field units are located in areas known as a hub in the transportation network and will be required to sample mail every postal period.

201. <u>REPORTING.</u>

* " 201.1. MPOS will report directly to its MACOM by message the same   *
day as the sampling occurs with an information copy-to MPSA-TR.

* 201.2. Each MPO is required to test a minimum of three accounting *
periods per FY. If two or more MPOS are within the same
geographic area this requirement is waived.

* 201.3. At the end of each AP, MACOMS will submit a report to   *
MPSA-TR with the survey statistics. These statistics will break
down each MPO by ZIP Code, standards, type of mail surveyed,
number of surveys conducted and the percentage of mail delivered
by respective day. This report will look similar to the current
reports received.

202. <u>SAMPLING NOTIFICATION.</u> The MACOM must notify participating activities by message of specific, randomly selected sampling dates no less than seven days before the start of the sampling period.

203. <u>SAMPLING DATES.</u>

* 203.1 MPSA-TR will publish test dates for new fiscal year (FY) .   *
MACOMS will determine which periods a particular MPO will conduct
surveys.

* 203.2 Sample only on the primary dates your activity is fully   *
operational for normal receipt of mail. If your activity is
closed on a sample date, report on the next operational day you
receive mail.

* 203.3. <u>WHAT IS DAY 1?</u>. Day 1 in USPS transit time terminology   *
is the day- a-fter mailing; never the day of mailing. This is
important to know when filling out DD Form 2277, TTISMM Daily
Worksheet. After the MPOS fill the test date block, they must

then put the preceding dates across the form (under DAYS OF TRANSIT). Theoretically, there cannot be transit of zero days in the USPS measurement system; therefore, the date under the Day 1 block is always the day before the date the survey was conducted. **DAY 1 IS NEVER THE SAME DATE AS THE TEST DATE; IT IS ALWAYS THE DAY** BEFORE.

204. <u>START NUMBER</u>. See Chapter 1, subsection 103.12.

205. <u>SAMPLE SIZE AND SKIP INTERVAL</u>

205.1. For letter pouch **sampling,** slide label dates from letter pouches and trays will be collected. Some AMFs do not have slide label dates but do have a computer printed date under a bar-code on a special label. To determine how many letter pouches or trays will be needed to sample at **AMTs** or **FMCs,** do the following:

a. Estimate, based on past experience, how many -letter pouches or trays will be available for processing during the full 24-hour period of each selected sampling date.

b. After the number of letter pouches or letter trays have been estimated, refer to Appendix D to determine the start number and skip interval. If the volume is very low (under 45 pouches or trays), then the skip interval is one, and each orange letter pouch or tray should be sampled.

c. A skip interval of two means slide label dates from every other letter pouch or tray, etc., shall be recorded. The greater the number of letter pouches or trays, the greater the skip interval.

d. Record data as the letter pouches or trays are brought into the MPO. Set aside the ones selected for the pouch or tray sampling, then do the letter sampling from them.

205.2. <u>Sampling Letter Class Mail</u>

a. Refer to Appendix E to determine the start number and skip interval for letters in the pouches or trays.

b. There are three ways to estimate letter volume to get a start number and skip interval. The ways are by number of total pieces (1-80, 81-200, **201-300,** etc.); **by the** total weight of the letter container **(0** to **2** pounds, 3 to 6 pounds, 7 to 9 **pounds,** etc.); or, by the thickness of the stacked letters (under 3 **inches,** 3 t0 9 inches, 10 to 14 inches, etc). (See Appendix E.)

c. **Any** of these methods are acceptable for estimating total **letter** volume.

d.   Because there are more letters than orange letter pouches or letter trays, skip intervals for letters are further apart, hence the different skip intervals for pouches are in (Appendix D) and letters (Appendix E).

206.   <u>IMPORTANCE OF ACCURATE REPORTS</u>

206.1.   Because this is a sampling, an error in recording a single piece of mail can affect the outcome of the survey. All of the above procedures, as outlined in subsection 205.2., concerning test dates, skip intervals, and start numbers are to ensure the samples are representative.

206.2 If an activity is operational on a sample test date and mail is scheduled to arrive, but does not arrive, sample on the next day the mail is delivered.

207.   <u>FOLLOW-UP ACTIONS BY AMTs, FMCs, AND DISPATCHING MPOs</u>. When any one day sampling indicates excessive transit times, these organizations should report the details to **MPSA-TR**, their Headquarters, and the serving JMPA via a Postal Net Alert **(PNA),** as well as itemizing the details in the TTISMM message. Report all available information regarding the mail transit time (i.e., carrier and/or flight number on which the mail arrived and container numbers) . Try to work with local carrier representatives to obtain the information needed. The information provided by **TTISMM,** via a PNA, will be useful in resolving mail delay problems only if it can be acted upon immediately.

208.   <u>DATA COLLECTION AND REPORTING PROCEDURE FOR MOBILE UNITS</u>. When mobile units are required by their **MACOMS** to report **TTISMM,** they will sample mail in accordance with this standard.

209.   <u>INTERTHEATER TRANSIT TIME SuRVEYS</u> . All intertheater TTISMM surveys should be in accordance with this standard. When conduct-. ing intertheater sampling, results must be shown in the TTISMM · format. That is, cumulative percent of mail dispatched on a given date arriving on day one, day two, etc. An information copy of intertheater TTISMM should be furnished to **MPSA-TR.** All copies must be marked Intertheater Transit Time **Survey,** since they are not a part of normal TTISMM reporting.